

Administrative Associate II (Transit)



CITY OF
**EAU
CLAIRE**

Contribute to a greener society. Assist in providing a valuable service to the community. Work with our paratransit provider. Do all this and more as an Administrative Associate II in the Transit Division of the Community Services Department. We are currently accepting applications for this full-time position. Duties include: performing varied reception and clerical duties; creating and maintaining detailed records related to the activities and performance of the Transit Division; and more!

What are we looking for?

Required:

- Knowledge of Microsoft Office Suite
- Excellent customer service skills
- Possess or obtain (within 30 days of hire) and maintain a valid Wisconsin Driver's License

Preferred:

- An Associate's Degree in a related field or at least two years of related work experience

Why Apply?

- Wage Range: \$20.53 to 23.91 per hour
- Full-time employment
- Excellent Fringe Benefits (including vacation time, sick leave, health insurance, Wisconsin Retirement System, flexible spending account, etc.)
- Make a difference by serving our community

How do I Apply?

Join our team! Apply online at
www.eauclairewi.gov/jobs.

Application Deadline: May 4th, 2021

